

## **COALITION CHAIR**

Responsible To: Coalition

### **Job Description:**

- Maintains and/or expands current Committee membership with assistance from Coalition Coordinator
- Serves as liaison for Committees to Steering Committee and Coalition
- Assists Committee Chairs with Committee agendas
- Serves as moderator of Committee meeting
- Represents Coalition in the community (with Coalition Coordinator)
- Consults with Coalition Coordinator as needed
- Deals with members and staff fairly, sensitively, and confidentially
- Promotes collaboration, conflict resolution, and decision-making

### **Time Commitment:**

- Two-year availability
- Attends two Committee meetings/year, Steering Committee, Coalition meetings, and major Coalition activities.

### **Qualifications:**

- Ascribes to Coalition mission, goals and bylaws
- Possesses strong leadership and organizational skills

## **COALITION VICE-CHAIR**

Responsible To: Chair and Coalition

### **Job Description:**

- Presides over Committee meetings in the absence of the Committee Chair
- Assumes the role of Chair in the event of the Chair's inability to complete a responsibility or term
- Consults with Committee Chair as needed
- Performs other duties as directed by the Chair

### **Time Commitment:**

- Two-year availability
- Attends two Committee meetings/year, Steering Committee, Coalition meetings, and major Coalition activities.

### **Qualifications:**

- Ascribes to Coalition mission, goals and bylaws
- Possesses strong leadership and organizational skills

## **COMMITTEE CO-CHAIRS**

Responsible To: Coalition Chair

### **Job Description:**

- Maintains and/or expands current membership with assistance from Coalition Coordinator
- Take minutes from Committee meetings
- Reports Committee activities to Steering Committee and Coalition
- Develops Committee agenda with assistance from Coalition Coordinator
- Serves as moderator of Committee meeting
- Contacts and coordinates with members about Committee responsibilities
- Represents Coalition in the community (with staff assistance)
- Consults with Coalition Coordinator as needed
- Deals with members, sensitively and confidentially
- Promotes collaboration, conflict resolution and decision-making
- Be open to diverse opinions and points of view

### **Time Commitment:**

- Two-year availability
- Attends two Committee meetings/year, Steering Committee, Coalition meetings, and major Coalition activities.

**Qualifications:**

- Ascribes to Coalition mission, goals, and bylaws

**COALITION COMMITTEE MEMBERS**

Responsible To: Committee Chair and Vice Chairperson

**Job Description:**

- Prepares and attend Committee and quarterly Coalition meetings regularly
- Gathers/relays appropriate information to coalition as a basis for decision-making
- Helps conduct community needs and asset assessment
- Assists in strategic planning and prioritize goals and objectives into an action plan
- Shares ideas/concerns and assure that others are invited to do the same
- Makes recommendations and help carry out Committee initiatives
- Serves as recording secretary, as needed; submit handwritten minutes to staff at conclusion of Committee meetings
- Reports coalition progress to own organization and share its concerns/idea with Coalition
- Represents coalition at key meetings/events; promote its mission when/wherever possible.
- Recruits members and help develop resources to sustain Coalition

**Time Commitment:**

- Attends Committee/Coalition meetings and major events

**Qualifications:**

- Ascribes to Coalition's mission, goals and bylaws



Descriptions adapted from the work of Fran Butterfoss. To view the original definitions, please visit:  
[www.coalitionswork.com](http://www.coalitionswork.com)